



GPhC inspection evidence template

Pre-formatted template for branch managers to record staff training, competence and CPD evidence ahead of a GPhC visit. Adapt to your branch's structure and local SOPs.

Branch

Branch name: _____ GPhC premises number: _____
Responsible pharmacist: _____ Period covered: ____ to ____

Section 1: Staff competency overview

Aligned with GPhC standards 1 (Person-centred care) and 5 (Use professional judgement). Document each member of customer-facing staff.

Staff name	Role	WWHAM training	Red-flag training	Last refresher	Evidence on file
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]
		[]	[]	__/__/__	[]

Section 2: CPD evidence summary

For each registered professional (pharmacy technician, pharmacist), the recorded entries for the period.

Staff name	GPhC reg no.	Planned entries	Unplanned entries	Reflective account	Peer discussion
		___	___	[]	[]
		___	___	[]	[]
		___	___	[]	[]
		___	___	[]	[]
		___	___	[]	[]

Section 3: Standards coverage map

GPhC standard	Evidence held in PPets / branch files
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Standard 1 - Person-centred care	WWHAM consultations practised in simulation; counter-staff competency log; mystery-shopper outcomes.
Standard 2 - Partnership with patients	Counselling notes recorded; patient feedback collected; referral decisions documented.
Standard 3 - Communicate effectively	Consultation framework training (WWHAM); difficult-conversation scenarios; staff debriefs.
Standard 5 - Use professional judgement	Red-flag recognition training records; referral logs; pharmacist sign-off where required.
Standard 6 - Behave professionally	Code of conduct training; complaints log; SOP compliance audits.
Standard 8 - Speak up when there are concerns	Incident reports; near-miss log; clinical governance meeting minutes.
Standard 9 - Demonstrate leadership	Branch huddle agendas; mentoring records; SOP review schedule.

Sign-off

Responsible pharmacist signature: _____ Date: ____/____/____

Branch manager signature: _____ Date: ____/____/____

PPets Organisation plans automatically generate this evidence pack for every staff member. See **ppets.co.uk** for details.